



Employment Opportunity Specialized Employment Services for Immigrants (WorkBC)

Position: Case Manager/Job Developer – Vernon & District Immigrant and Community Services Society
Permanent (30-35 hours per week)

Closing Date: February 15, 2019

Rate of Pay: Offering a competitive wage

Summary

The Case Manager/Job Developer is responsible for working closely with job seekers to support them in securing and retaining employment and connecting them with employers. A full suite of services including employment counselling, ongoing case management, job development, financial supports and services, referral and follow up are available to eligible Immigrants.

This position's work requirements include a broad range of responsibilities and a high level of confidentiality to deliver direct client services as well as computer data entry, financial evaluation, conflict resolution and negotiation, time management and organization. The Case Manager/Job Developer must be able to manage multiple tasks at once; plan and organize strategically and assist with client challenges. This position requires working closely with job seekers to support them in securing and retaining employment and connections with employers, pre and post job placement.

Skills and Qualifications

- Certified Career Development Practitioner (CCDP) certification is an asset
- Related post-secondary degree or diploma; or equivalent combination of education and experience
- Solid knowledge of Microsoft Office (Excel, Word and Outlook); data management
- Experience working with immigrants and refugees preferred

- Case management and employment counselling experience as well as experience writing client notes and keeping accurate files and records
- Comprehensive knowledge of;
 - job search strategies, tools, techniques and methodology
 - employment service providers and community referral agencies
 - training and educational programming and entrance requirements
- Broad understanding of EPBC program mandate
- Knowledge of local and provincial labour markets and business community/employer needs
- Demonstrated ability to manage client caseloads effectively
- Strong research and documentation skills
- Familiarity with the WorkBC model and ICM database use is an asset

Personal Attributes

- Demonstrated ability to listen and reflect empathy to another individual without judgement
- Ability to cope effectively with a level of demands and service expectations
- Demonstrates a high level of emotional intelligence
- Excellent interpersonal, communication and presentation, both written and verbal
- Teachable and open to learning new ways of thinking and executing tasks; result orientated and oriented to continuous improvement
- Outgoing, friendly, self-starter

To apply

To submit a resume and cover letter that is related to the requirements for the position.

Vernon & District Immigrant and Community Services Society
Attention: Hiring Committee WorkBC

Email: vdiss@shaw.ca NO PHONE CALLS please.
Only short-listed applicants will be contacted.